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21 May 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Administrative Procedures

a. Administrative Procedures #9-71 was completed on Friday, 14 May, with thirteen of the original fifteen students attending Part I and twelve students attending Part II. On the first and second days respectively, two students were cancelled from the course.

25X1A9a [redacted] will be given an extra hour for his presentation in Part II of future courses. In the past three or four runnings of AP, student interest in the material has required him to exceed his allotted time.

2. Field Finance and Logistics

The final offering of this course for FY 71 began on 17 May with ten students and one observer in the Finance portion. This number will be increased to fourteen students when the Logistics session starts.

3. Special Course in Type II Property Accounting

25X1A6a The breakdown of the grades achieved by the seventeen students who took this course [redacted] on 26 - 30 April is as follows:

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Outstanding	3
Strong	4
Proficient	7
Marginal	2
Unsatisfactory	1

Corrected test papers with grades are being sent to each students.

4. Training Course for Technical Officers (Contract Overrun)

A draft of a detailed course outline has been prepared and was coordinated with the Acting Director of Logistics on Thursday, 20 May. Coordination with the R & D side of the house will be effected next week through a panel consisting of representatives from Office of the Deputy Director for Science and Technology, ORD, TSD, OC, NPIC, OL/PD, and OL/SS.

Following that meeting, the outline will be put in final form for distribution to contractors at the pre-proposal conference scheduled for 2 June.

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5. Automated Communications Terminal (ACT-1)

From investigations made throughout the week, it has been concluded tentatively that OTR need not design a special course on the use of the Selectric typewriter nor a special instructional manual in order to prepare personnel for using the ACT-1 system. The Cable Secretariat is working on the latter problem and IBM publications appear eminently suitable for self-teaching of Selectric techniques.

A memorandum to this effect to the Director of Communications is being prepared for the signature of the Director of Training.

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6. Text-Kit Training for Office of Personnel Completed

Two of the five employees of the Training Branch/Office of Personnel who have been taking a specially devised, on-the-job training course in typing improvements have been recommended for qualification testing in June.

This particular exercise was tailored to meet the requirements of each participant as indicated by the results of a pre-test. Weekly correspondence exercises were buttressed by personal, bi-weekly consultations in the students' offices.

7. IBM Publications Obtained

The latest IBM manuals on the Magnetic Tape Selectric Typewriter (MTST) and Selectric typewriters have been obtained from IBM and reviewed. They appear to be highly suitable for training on these machines.

8. External Training

[redacted] of the Clerical Training faculty will attend Gregg Methods conferences to be held 21 - 25 June at Michigan State University [redacted] and 26 - 30 July at Appalachian State University [redacted]. In conjunction with the sponsoring schools, the Gregg organization covers the latest developments in the teaching of typing and shorthand skills and also presents discussions of other office disciplines.

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B. MANAGEMENT TRAINING

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a. The 28th Midcareer class returned on 13 May from a highly successful field trip to SAC Headquarters, Offutt AFB, Nebraska; Warren AFB, Cheyenne, Wyoming; and NASA, Cape Kennedy, Florida. The reception at the 90th Strategic Missile Wing at Warren AFB was particularly cordial. At a special luncheon given for our group, the hosts outnumbered the guests. Brigadier General Harold Strack, the Wing Commander, and his entire staff attended the luncheon. The only cloud to mar an otherwise excellent trip was some engine trouble which delayed our departure from Patrick AFB at Cape Kennedy by two hours on Thursday night. Apparently the aircraft, a C-130, had been provided by the Air Force [REDACTED]

b. The final "outside" speaker in the 28th Midcareer Course was Robert Froehlke, Assistant Secretary of Defense for Administration. He was introduced to the Midcareerists by Bronson Tweedy. Mr. Froehlke addressed himself chiefly to current developments and problems in the management of intelligence in the Department of Defense. His formal presentation evoked a lively half hour question and answer period. Mr. Froehlke commented later that he was impressed with the group and that he had enjoyed the session.

c. General Cushman, substituting for Mr. Helms, made the closing remarks to the 28th Midcareer Course. Speaking to the group immediately after Mr. Froehlke, General Cushman spent about 15 minutes discussing the allocation of Agency resources and his role as the chairman of the National Intelligence Resources Board. He finished by congratulating the group on their successful completion of the course and suggesting

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that they maintain the contacts they established with fellow students during the course.

2. Management Science

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25X1A2d1 a. On 13 May, [] participated on a panel hosted by the Institute for Defense Analysis (IDA) and Weapons System Evaluation Group (WSEG). The subject discussed was the use of [] techniques.

25X1A2d1 b. Satisfactory progress is being made in planning the [] exercises to be incorporated into the Senior Intelligence Seminar.

3. Advanced Management (Planning)

The DDS&T response to our query re probable enrollments in AMP in FY 72 was "one or two per course". We have not yet heard from the DDI. At present it seems that five runnings in FY 72 will accommodate all who wish to attend.

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Chief, Support School, OTR

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